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ABSTRACT

In recognition of the increasing emphasis on competency-based certification, this annotated bibliography of 41 school media texts has been prepared to help school media specialists find information related to specific competencies in order to improve skills or resolve problems, and to aid media educators in developing topical reading lists. When possible, the annotation for each title was drawn from the book's preface or introduction to reflect the author's or editor's intention. Each title has been keyed to nine media competencies currently expected of media specialists: relation of media to instructional systems, administration of media programs, media selection, utilization of media, media production, research and evaluation, leadership and professionalism, technical processing, and library media skill instruction. Definitions drawn from professional literature are provided for each of the nine competencies. (LMM)

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COMPETENCY-RELATED BIBLIOGRAPHY FOR SCHOOL MEDIA SPECIALISTS

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Purpose

Increasingly, certification for school media specialists depends on demonstrating competency in specified areas rather than completing a required sequence of courses. Often, competency is proven by attaining a certain score on a test. In recognition of this new emphasis, this bibliography of school media texts has been prepared to help school media specialists find information related to specific competencies in order to improve skills or resolve problems. The bibliography may also be useful to media educators in developing topical reading lists.

Annotations

Whenever possible, the annotation for each title was drawn from the book's preface or introduction. Our purpose was to accurately reflect the author's or editor's intention and we believed the best way to do that was to use their actual words.

Arrangement

A competency-based certification process depends on careful definition of what competencies are required. In developing this bibliography, we have keyed the content of each title to media competencies, such as those required by the Georgia State Department of Education. Definitions for these nine basic competencies have been drawn from the following publications:

CERTIFICATION MODEL FOR PROFESSIONAL SCHOOL MEDIA PERSONNEL and CANDIDATE ASSESSMENT PROCESS FOR PROFESSIONAL SCHOOL LIBRARY MEDIA PERSONNEL (American Association of School Librarians);
EDUCATIONAL TECHNOLOGY: DEFINITION AND GLOSSARY OF TERMS (Association for Educational Communications and Technology);
MEDIA PERSONNEL IN EDUCATION: A COMPETENCY APPROACH (Chisholm & Ely, Prentice-Hall); and THE LIBRARIANS' GLOSSARY (Andre Deutsch/Grafton).

RELATION OF MEDIA TO INSTRUCTIONAL SYSTEMS (ID)
Relating media to instructional systems is the ability to apply the principles of learning theory by assisting individuals or groups in the pursuit of informational objectives.

ADMINISTRATION OF MEDIA PROGRAMS (AD)
Administration is the ability to develop and implement library media programs which facilitate the achievement of the educational goals, including the process of management of the media and human resources.

SELECTION OF MEDIA (SEL)
The selection of media is the ability to apply basic principles of evaluating and selecting media to support the instructional program.

UTILIZATION OF MEDIA (UT)
The utilization of media is the ability to assist faculty and students in the use of the school library media program which enhances the learning process. A thorough knowledge of media is essential for promoting its effective use.

PRODUCTION OF MEDIA (PR)
The production of media is the ability to plan, design, and produce materials to supplement those available through other channels.

RESEARCH AND EVALUATION (RES)
Research and evaluation are the ability to interpret and apply recorded research and evaluative data applicable to library media programs, and to design and implement studies relative to the library media center program when there is an identified need.

LEADERSHIP AND PROFESSIONALISM (LDR)
Leadership and professionalism are the ability to conceive, synthesize, promote, and direct media programs reflecting a commitment to professional ethics.

TECHNICAL PROCESSING (TECH)
Technical processing is the ability to perform all the activities and processes concerned with obtaining, organizing, and processing library materials for use.

LIBRARY MEDIA SKILL INSTRUCTION (MSI)
Library Media Skill Instruction is the ability to instruct or inform users in the effective location and use of materials, equipment and facilities.

Bibliographic Citations

American Association of School Librarians, ALA and Association for Educational Communications and Technology. Media Programs: District and School. Washington, D.C.: Authors, 1975.
This publication demonstrates the concern of both organizations for establishing and maintaining standards in media programs in schools throughout the nation. Updated standards for programs, personnel, operation, collections, and facilities are provided.
SEL AD TECH UTIL

Baker, D. Philip. School and Public Library Media Programs for Children and Young Adults. Foreword by Augusta Baker. Syracuse, N.Y.: Gaylord, 1977.
This book highlights fifty programs found in public libraries or school media centers which use media in creative or exemplary ways with children and young adults.
MSI UT PR LDR

Beeler, M.G. Fancher and others. Measuring the Quality of Library Service: A Handbook. Metuchen, N.J.: Scarecrow, 1974.
This book provides a survey of some of the methods used to measure the quality of library service and considers the recommendations which have resulted from selected research projects. Included is a substantial annotated bibliography on library research and evaluation.
LDR RES

Blazek, Ron. Influencing Students Toward Media Center Use. Chicago: American Library Association, 1975. ALA Studies in Librarianship, no. 5.
A report on the author's experiment to measure the amount of teacher influence on student use of the library. Concerns professional responsibilities of media specialists in promoting media center use.
MSI UT LDR

Carroll, Frances Laverne. Recent Advances in School Librarianship. Recent Advances in Library and Information Services, Vol. I. Oxford, Eng.: Pergamon Press, 1981.
An investigation of the international development of school libraries. Includes a section of co-peration and planning, the school librarian as an instructor, and the education of school librarians.
LDR

Davies, Ruth Ann. The School Library Media Program: Instructional Force for Excellence. 3rd ed. New York: Bowker, 1979.
The classic support of the school media center as involved in the school's instructional program and the media specialist as a resource specialist and teacher. Provides examples of support programs for many academic areas and identifies thinking-learning-communicating skills continuum for grades K-12.
MSI ID UT LDR

Delaney, Jack J. The Media Program in the Elementary and Middle Schools. Hamden, Conn.: Linnet, 1976.
This book, developed by an experienced elementary school librarian, is about the organization and administration of the elementary and middle school library. Suggestions for establishing discipline may be found in Chapter 6, "Keeping Order."
MSI AD SEL TECH PR

Delaney, Jack J. The New School Librarian. Hamden, Conn.: Shoe String Press, 1968.
Somewhat outdated but still useful, this book concerns professional considerations such as examining the profession and selecting an appropriate school in which to work. This book is a continuation of an earlier one by the author to address problems faced by school librarians. Emphasis is on relations to others but also addresses administrative matters and has a section on federal programs affecting library media centers.
AD SEL LDR TECH

Educational Facilites Laboratories. The School Library. New York: Educational Facilities Laboratories, 1963.
A report of recommendations for development of facilites which will contribute to school centers acting as vigorous forces in the educational programs of each school.
AD LDR

Freeman, Patricia. Pathfinder: An Operational Guide for the School Librarian. New York: Harper & Row, 1975.
This book provides school librarians with a philosophy of work and information about staff management, expenditures, facilities, selection, ordering, processing, circulation, and public relations.
SEL TECH AD LDR

Galvin, Thomsas J., Kimmel, Margaret M. and White, Brenda H., eds. Exellence in School Media Programs. Chicago: American Library Association, 1980.
A collection of articles, many written by Betty Fast and all others written for this book at the invitation of the editors. The authors included in this collection are outstanding representatives of the field and contribute interesting ideas about the four topics: The Child, The School Media Center, The Community, and The Future.
AD LDR SEL

Gaver, Mary Virginia. Services of Secondary School Media Centers: Evaluation and Development. ALA Studies in Librarianship, no. 2. Chicago: American Library Association, 1971.
This study provides a means of evaluating media center programs of secondary schools, with an emphasis on the services provided by those programs. Pages 123-129 provide a checklist of services to use in evaluating school media services.
RES

Gillespie, John T. and Spirt, Diana L. Creating a School Media Program. New York: Bowker, 1973.
A basic text on the principles and practices of creating, organizing, and administering a school media center. Includes background material on the history of school libraries.
AD SEL TECH LDR

Hart, Thomas L. Instruction in School Media Center Use. Chicago: American Library Association, 1978.
This book assists the library media specialist in presenting creative instructional activities for teaching study and research skills. Tests of library media skills are described and teaching activities are correlated with a scope and sequence chart which is provided in the beginning of the book.
MSI

Hensel, Evelyn and Veillette, Peter D. Purchasing Library Materials in Public and School Libraries. Chicago: American Library Assoication, 1969.
A study report supported by the Acquisitions Section of ALA in cooperation with the National League of Cities of six public and school library systems' book purchasing procedures. Recommendat ions and guiding principles are provided for use today.
SEL

Hicks, Warren B. and Tillin, Alma M. Managing Multimedia Libraries. New York: Bowker, 1977.
A three-part book about systematic management of libraries. Case studies illustrate management-by-objectives beginning with philosophy and goal setting, including organizational considerations such as personnel and principles of organization, and proceeding to program considerations such as budgeting, processing, and circulating
AD TECH

Hug, William E. Instructional Design and the Media Program. Chicago: American Library Assoication, 1975.
The purpose of this book is to assist school professionals to build media programs as an integral part of the school curriculum. It stresses the value of the instructional desigr process and sees media specialists as professionals who help learners find, utilize, generate, and evaluate information from many sources and levels.
ID LDR

Leopold, Carolyn Clugston. School Libraries Worth Their Keep: A Philosophy Plus Tricks. Metuchen, N.J.: Scarecrow, 1972.
Supports the thesis that the school librarian must be more than a custodian of books, but instead, the appropriate role is to help students develop the ability to think critically. Included are suggestions for teaching media skills and examples of learning activities applicable to many grade levels.
MSI UT LDR

Lowrie, Jean Elizabeth. Elementary School Libraries. 2nd ed. Metuchen, N.J.: Scarecrow, 1970.
A handbook covering the role and responsibilities of elementary-level media specialists. Includes curriculum support activities, reading guidance, teacher-librarian cooperation, community relations, and administrative functions.
ID UTIL AD LDR MSI

Lubans, John Jr. Progress in Educating the Library User. New York: Bowker, 1978.
A state-of-the-art review of library instruction with articles written by a variety of contributors. Of particular interest to school media specialists are the articles: "Recent Directions in Educating the Library User: Elementary Schools" and "The High School Library and the Classroom: Closing the Gap."
MSI

Nickel, Mildred L. Steps to Service: A Handbook of Procedures for the School Library Media Center. Chicago: American Library Association, 1975.
An often-consulted book designed to give practical help to beginning professionals or to review experienced media personnel. A handbook of practical suggestions and procedures and facilities.
AD MSI SEL TECH LDR

Palovic, Lora and Goodman, Elizabeth B. The Elementary School Library in Action. West Nyack, N.Y.: Parker, 1968.
The purpose of this book is to provide guidelines and suggestions to meet the needs of teachers, parents, and librarians in teaching the use of an organized, centralized collection. Each chapter treats a phase of library skills in a manner appropriate for elementary students.
MSI UT

Peterson, Ralph L. A Place for Caring and Celebration: School Media Centers. Focus on Trends and Issues, no.4. Chicago: American Library Association, 1979.
An answer to the question, "What am I, a school media specialist, all about?", with emphasis on the importance of teaching and caring aspects of the position.
LDR

Prostano, Emanuel T. and Prostano, Joyce S. The School Library Media Center. 2nd ed. Littleton, Colo.: Libraries Unlimited, 1977.
This book provides guidelines for (LMC's) library media center operation as a system of interrelated elements. Objectives and field activities are provided for each chapter and particular attention is given to budget and facilities.
AD SEL TECH

Prostano, Emanuel T. School Media Programs: Case Studies in Management. Metuchen, N.J.: Scarecrow, 1974.
The case study method, used to convey a problem or issue which requires analysis, investigation, or consideration of alternatives, is the basis for this collection of school media problems. They cover a range of areas including personnel management, facilities, evaluation, organization, and curriculum.
AD SEL RES LDR TECH

Renford, Beverly and Hendrickson, Linnea. Bibliographic Instruction: A Handbook. New York: Neal-Schuman, 1980.
A guide for those involved in developing or improving library-user education programs, includes planning, orientation, printed guides, course-related/integrated courses, credit courses, workbooks, and computer-assisted instruction, with emphasis on academic libraries.
MSI

Rossoff, Martin. The Library in High School Teaching. 2nd ed. New York: H. W. Wilson, 1961
This book strives to familiarize teachers with the merits of the school library media center as a resource in teaching and provides examples to show how different teachers utilize the library resources to enhance their own performance.
ID MSI LDR

Saunders, Helen E. The Modern School Library. 2nd rev. ed. by Nancy Polette. Metuchen, N.J.: Scarecrow, 1975.
This text offers many specific forms to use in various media center activities. Emphasis includes instruction, utilization and evaluation as components of the media program.
MSI AD SEL UT TECH

Shapiro, Lillian L. Serving Youth: Communication and Commitment in the High School Library. New York: Bowker, 1975.
Concerns the psychological and sociological findings which affect the high school library media program and suggests the type of personnel needed.
LDR

Spirt, Diana L. Library/Media Manual. New York: H.W. Wilson, 1979.
This book is designed as an aid in developing skills in searching for and finding information for reports. Intended for junior high school students to adults, there are ten units which can be used as self-instructional; instructor-directed, or student-performed activities and projects.
MSI

Sullivan, Peggy (Project Director). Impact: The School Library and the Instructional Program. Chicago: American Library Association, 1967.
Report on the Knapp School Libraries Project, Phase I.
RES LDR

Sullivan, Peggy. Problems in School Media Management. New York: Bowker, 1971.
Thirty case studies are presented for problem solving exercises in school media management. Problem situations include library instruction, supervision, challenged materials, theft of materials, communication, and discipline, among others.
MSI AD SEL UT RES LDR

Swarthout, Charlene R. The School Library as Part of the Instructional System. Metuchen, N.J.: Scarecrow, 1967.
This study promotes the school library as part of the instructional system by delineating a theoretical base for selection of materials and indicates how staff members may meet and compliment each other to promote instructional purposes and utilization of materials.
LDR UT SEL

Taggert, Dorothy T. Management and Administration of the School Library Media Program. Hamden, Conn.: Library Professional Publishers, 1980.
A source book and guide for media specialists with basic information on decision-making, budgeting, staff development, evaluation, and human relations. Includes section on professional organizations.
AD SEL MSI LDR TECH

Tillin, Alma M. School Library Media Center Procedures. Madison, Wisc.: Demco Educational Corp., 1977.
A manual designed to provide guidance in planning and performing procedures necessary for the functioning of the school library media center: selection, acquisition, cataloging, physical processing, circulation and storage.
SEL AD TECH

Tillin, Alma M. and Quinly, William J. Standards for Cataloging Nonprint Materials. 4th ed. Washington, D.C.: Association for Educational Commuunications and Technology, 1976.
The intent of this work is to present the rules of nonprint cataloging in an understandable manner and to provide examples of application.
TECH

Trinkner, Charles L. Better Libraries Make Better Schools. Contributions to Library Literature, no. 4. Hamden, Connecticut: Shoe String Press, 1962.
A collection of articles by numerous writers on the topics: The Ideal School Library, Improving Library Administration and The Library and Reader Service.
AD TECH SEL UTIL LDR

Turner, Philip M. Handbook for School Media Personnel. 2nd ed. Littleton, Colo.: Libraries Unlimited, 1980.
A handbook of practical information for the person charged with administering the non-print portion of an instructional media program. Included are sections on communications, equipment distribution, selection and maintenance inservice, student production, and student assistants.
AD SEL PROD LDR

Vandergrift, Kay E. The Teaching Role of the School Media Specialist. School Media Centers: Focus on Trends and Issues, no. 3. Chicago: American Library Association, 1979.

A discussion of school media specialist responsibilities as teachers of students and teachers of teachers. Sample workshop format for evaluation and selection of media is included.

MSI SEL

Wehmeyer, Lillian Biermann. The School Librarian as Educator. Littleton, Colo.: Libraries Unlimited, 1976.

This handbook draws from educational theory and research to obtain strands useful to school librarians in recognizing their teaching role. This role goes beyond simply teaching library skills, even beyond teaching students, to recognize the library media specialist as a teacher of teachers. The central theme of the book is adaptive education.

MSI ID LDR UTIL

Wilkinson, Gene L. Media in Instruction: 60 Years of Research. Washington, D.C.: Association for Educational Communications and Technology, 1980.

A survey of the literature related to two areas: research on educational media and research on school media centers. This publication is particularly concerned with the effective use of the tools of instruction.

RES AD UTIL